

Employer Name: **AMTRAK**

Job Title	Location	Salary	Job Type	Close Date
Assistant Passenger Conductor Trainee	Oakland, CA	\$15.75 - 9.40 /hr.	Full Time- Permanent	1/1/2012
Assistant Passenger Conductor Trainee	Sacramento, CA	\$15.75 - 9.40 /hr.	Full Time- Permanent	12/4/2011
Utility Worker	San Jose, CA	\$18.54 /hr.	Full Time- Permanent	1/9/2012

Steps to locate entry-level positions:

1- Go to this site: <https://careers.amtrak.com/irj/portal/anonymous>

Click on the **“Search for jobs”** link to the left side of the screen.

2- In the search fields enter for:

- a) **Country:** USA
- b) **City/State:** Enter a city or state you are interested in working for OR leave blank to see all jobs regardless of location in USA
- c) **Hierarchy Level:** To only see entry level positions, use the options “Minimal (0 – 1 year)” or “Some (1 – 5 years)”
- d) **Keywords:** You can leave this blank to see all positions
OR
You can enter one of the positions above to see if they are hiring for those positions now.
- e) Hit **SEARCH!**

3- A list of current openings will open. Browse through to find a position of interest. Click to open an announcement to find out more about requirements for that specific position. The posting end date listed is the date you must apply for the position by.

4- To help you decide whether or not to apply, take into consideration:

Contract type- The number of hours you will work (full time, part time, internship, etc.)

Requirements- What previous knowledge you must have to apply

*Tasks-*What you should be able to do for the employer, what the job consists of

5- When you find one you are interested in and qualify for, create a login ID to apply for the position. Answers to frequently asked questions can be found at this site:

<https://careers.amtrak.com/irj/portal/anonymous?NavigationTarget=navurl://d055f653ee9784235b1b4e03a1cab751&windowId=WID1313532816085>